



Material Handler I – Project Liberty

Division: POET Biorefining

FLSA Status: Non-Exempt

SUMMARY

The Material Handler I is responsible for loading dried distillers grains, ethanol, corn oil, wet cake feed, distiller's syrup, or biomass into trucks and rail cars. Team members in this position use mechanical equipment, meters or scales as well as computers and software equipment when loading products to ensure a timely delivery and product safety. Based on training provided, the Material Handler I may also complete the grading of grain products or biomass. Continuous plant operation requires 12-hour shift work. Team member must be able to adapt to 12-hour workdays and be able to meet call-in requirements as needed.

ESSENTIAL FUNCTIONS

1. Load trucks and rail cars with feed and fuel products of POET biorefineries using mechanical equipment, meters and scales as required to ensure timely delivery of products.
2. Assist with grain product or biomass and supply truck unloading functions.
3. Complete the grading of grain products or biomass using training provided.
4. Operate large machinery and equipment; may be required to obtain DOT certification.
5. Maintain a clean work area.
6. Enter bins adhering to POET's confined space procedures.
7. Complete HAZMAT paperwork when necessary.
8. Learn, maintain and operate all processes associated with the grains operation including repair and maintenance.
9. Remove, install, rebuild, lubricate and clean all equipment associated with the grains process.
10. Perform preventative maintenance tasks as directed.
11. Outdoor, weekend and holiday work hours required.
12. Must be able to meet call-in requirements as well as work extended hours as necessary.
13. Assist with running the biorefinery scale house and learn required software applications.
14. Work in an honest and ethical manner; maintain confidentiality on all business related matters.
15. Foster a culture of safe behavior and environmental compliance at all times.
16. Maintain a team environment at all times and champion POET in the community.
17. Other duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS/COMPETENCIES

To perform the essential functions of this position successfully, an individual should be able to demonstrate and provide the following:

- High school diploma or equivalent required.
- Experience and knowledge in the operation of heavy machinery, skid loaders or other associated heavy loading or material-moving equipment preferred.
- Experience in truck loading and unloading, including rail tank car and tanker truck preferred.
- DOT certification preferred.
- Knowledge in Microsoft Office Suite and the ability and willingness to learn new software applications.
- Excellent organizational, time management, and communication skills as well as the ability to adapt to change.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is largely self-directed and requires a thorough understanding of company policy, procedures, and values. Team members will be required to adhere to all safety requirements at all times and in all work environments. This position is exposed to work in multiple environments, including plant, laboratory, as well as an office environment. The team member may be exposed to high noise levels, moving mechanical parts, dusty conditions, internal and external temperature/weather conditions, and chemicals.

Specific physical requirements may include:

- Occasionally lifting weight up to sixty (60) pounds.
- Climbing several flights of stairs and ladders.
- Opening valves.
- Occasionally bending, twisting and turning while lifting weight of less than fifty (50) pounds.
- Data entry while seated for greater than one (1) hour.
- Walking up to two (2) or more miles per day.
- Pushing brooms, shovels, etc.
- Working at heights, in confined spaces and outdoors at temperatures from -20 to +100 degrees for extended periods of time.
- Standing for extended periods of time.
- Wearing Personal Protective Equipment (PPE)
- Using hand and power tools.